



STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION
DIVISION OF FINANCIAL MANAGEMENT
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TO: All Holders of the Financial Planning and Control Manual

NEW ACCOUNTING PROCEDURES

BULLETIN NUMBER: 291	October 23, 2002
SUBJECT: New VOU081 Report - Paper Checks Issued to ACH Vendors	

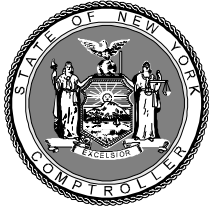
In a continuing effort to increase the proportion of total vendor payments which are issued via the Automated Clearing House (ACH) network, as opposed to those which are issued as paper checks, the State Comptroller's Office is introducing a new VOU081 - Check Payments to ACH Vendors report. This report will identify paper check payments made to ACH-enrolled vendors simply because of errors in the ACH vendor's address as entered by the processing agency. The new report is designed to assist agencies in identifying such address errors and thereby reduce the number of paper checks issued.

Attached is OSC Accounting Bulletin A-519, dated October 23, 2002. This bulletin describes the new VOU081 and how it should be utilized by UCS administrative offices responsible for payment processing to minimize the number of address errors. The new report will be included with your warrants and other daily OSC financial reports.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who may be responsible for the processing of, or the monitoring of internal controls relating to, UCS vendor payments. Thank you for your cooperation.

NYS UNIFIED COURT SYSTEM
FOR ADMINISTRATIVE
PURPOSES ONLY

Joseph M. DeChants



Office of the State Comptroller

ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
New Report - VOU081, Check Payments to ACH Enrollees	A-519	10/23/02

Purpose To introduce a new report - **Check Payments To ACH Enrollees (VOU081)** - explain its purpose and provide instructions on its use.

ACH Background Currently the Central Accounting System (CAS) automatically initiates electronic payments over the Automated Clearing House (ACH) network for over 1,100 vendors who have specifically requested this payment option. While this process does not require special voucher coding by agencies, it does require that the voucher address match the address on the CAS Payee Name and Address (PNA) file. The CAS uses the voucher information and postal approved software to generate Zip Plus 4 codes. Payee ID and Zip Plus 4 combinations that match the CAS PNA will result in ACH payments.

Recent analysis of ACH vendor transactions has revealed that many paper checks are being printed for vendors who have requested electronic payment. To reduce the number of checks sent to vendors participating in the Electronic Payments program, agency vouchers must contain Payee ID's, Names and Addresses **identical** to those on the CAS PNA file.

New ACH Report VOU081 To assist agencies in identifying the addresses they have used that result in checks being printed for ACH vendors, OSC has developed a new report, **Check Payments to ACH Enrollees (VOU081)**, that will be transmitted to agencies **daily**. (See attached exhibit.) For each payment to an electronic payments vendor that could not be sent via ACH, the report will show the corresponding CAS PNA file information and the voucher payment information.

Agencies should review the report and take the following actions for each entry on the report:

?? If the payee name and address stored in your agency system is different from the payee name and address listed in the Payee Name /Address File column, **change** the name and address in your system to **match exactly** the data in the Payee Name/Address column. For example:

- The first entry on the attached report exhibit requires "9th Floor" to be abbreviated and to be entered after "25 Broadway" on the **first address line**.
- The second entry should not have "County Area Inc." on the first address line. Instead, "2331 Fifth Ave" should appear on the **first address line**.
- The fourth entry should have "PO Box 470" on the **first address line**, and "44 West Main Street" should be omitted.

?? For payee names and addresses that are entered from invoices, take the necessary steps to ensure that you use the name and address that matches the address in the Payee Name/Address File column, regardless



Office of the State Comptroller

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New ACH Report VOU081 (cont'd)

of the vendor 'remit to' address.

?? Please note that the CAS PNA file contains the payment 'remit to' name and address specified by the vendor on the Electronic Payments Application form.

?? The Easy Contract Payment and Scheduled Contract Payment functions in the CAS use the address stored in the CAS Contract Master file rather than the PNA file. If your voucher payment on the VOU081 was generated from one of these processes, please consider changing the contract address to match the ACH vendor address in the Payee Name/Address File column on the VOU081. Contract address changes must be processed on an AC340, audit approved by OSC, and must not violate the payment terms in the contract.

Payee ID Numbers - All vendor ID's for ACH payments are stored in the CAS Payee Name and Address file which can be accessed by logging into the CAS Inquiry Menu 016 and selecting Conversation 020 - Payee Name & Address Inquiry. The conversation has full and partial key Payee ID field lookup capability.

Improving Payment Processing

Reference/Invoice Number – Use this voucher field to provide accurate, meaningful information (e.g. account number, invoice number) to the vendor so payments are credited correctly. Failure to do so could delay the proper crediting of not only your payment but also the payments from the multiple agencies that may be included in a combined payment.

The OSC website address explaining the electronic payment program for vendors is: <http://www.osc.state.ny.us/epay>

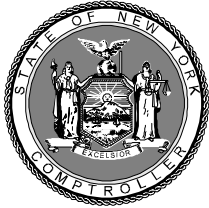
OSC Websites

The OSC Payment Information Inquiry website for state agencies and payees is: <https://wwe1.osc.state.ny.us/pay>

Questions

Direct questions on this bulletin to the Bureau of Accounting Operations, Warrant Control Unit epunit@osc.state.ny.us or (518) 474-6019.

Exhibit



Office of the State Comptroller

ACCOUNTING BULLETIN

Subject	Bulletin No.	Date
New Report - VOU081, Check Payments to ACH Enrollees	A-519	10/23/02

REPORT NO VOU081 99999
PERIOD ENDING 09/06/02

STATE OF NEW YORK
OFFICE OF THE STATE COMPTROLLER
CHECK PAYMENTS TO ACH ENROLLEES

PAGE NO 18
RUN DATE 09/06/02

PAYEE NAME/ADDRESS FILE	VOUCHER PAYMENT INFORMATION	AGENCY CD BATCH NO	TELEPHONE NO VOUCHER NO	ROUTE CD REFERENCE/INVOICE	CHECK DATE
999999999 HEALTHFIRST PHSP 25 BROADWAY 9TH FL NEW YORK NY 10004-1083	999999999 HEALTH FIRST PHSP INC ATTN: MICHAEL CADAVILLO 25 BROADWAY 9TH FLOOR NEW YORK NY 10004-1010	99999 371210	999-999-9999 13764	C015988 8/02	09/05/02
999999999 CEO FOR THE GREATER CAPITAL DISTRICT REGION 2331 FIFTH AVE TROY NY 12180-2291	999999999 COMMISSION ON ECONOMIC OPPORTUNITY FOR THE RENSSELEAR COUNTY AREA INC 2331 FIFTH AVENUE TROY NY 12180-2221	99999 371270	999-999-9999 13093	HPNAP 07/02 C016664	09/05/02
999999999 S&B COMPUTER & OFFICE PROD 44 ROUTE 146 MECHANICVILLE NY 12118-3706	999999999 S&B COMPUTER & OFFICE PRODUCTS 1426 CRESCENT RD CLIFTON PARK NY 12065-7810	99999 666100	999-999-9999 555972	135785/0	09/05/02
999999999 OPPORTUNITIES FOR CHENANGO INC PO BOX 470 NORWICH NY 13815-0470	999999999 OPPORTUNITIES FOR CHENANGO INC 44 WEST MAIN STREET PO BOX 470 NORWICH NY 13815-1613	99999 371450	999-999-9999 385042	CACFP2079-02-06-2	09/05/02
999999999 OPPORTUNITIES FOR CHENANGO INC PO BOX 470 NORWICH NY 13815-0470	999999999 OPPORTUNITIES FOR CHENANGO INC 44 WEST MAIN STREET PO BOX 470 NORWICH NY 13815-1613	99999 371460	999-999-9999 385064	CACFP2079-02-07-0	09/05/02
999999999 BROOME CNTY CHILD DEVELOPMENT COUNCIL INC PO BOX 880 BINGHAMTON NY 13902-0880	999999999 BROOME COUNTY CHILD DEV COUNCIL INC 29 FAYETTE STREET PO BOX 880 BINGHAMTON NY 13901-3610	99999 371450	999-999-9999 385048	CACFP2006-02-06-1	09/05/02
999999999 BROOME CNTY CHILD DEVELOPMENT COUNCIL INC PO BOX 880 BINGHAMTON NY 13902-0880	999999999 BROOME COUNTY CHILD DEV COUNCIL INC 29 FAYETTE STREET PO BOX 880 BINGHAMTON NY 13901-3610	99999 371470	999-999-9999 385073	CACFP2006-02-07-0	09/05/02